

Creative Spirit 2019/2020 Preschool Admission Agreement

Child's Name _____

Date of Birth _____

Parent/Guardian name(s) _____

Relationship to Child: _____

Address where child primarily resides: _____

City, State, Zip: _____

Secondary Address (if applicable): _____

City, State, Zip: _____

Home Phone: _____

Email Address: _____

Person Responsible for Payment: _____

Description of Services:

We provide a play-based preschool program with a uniquely balanced curriculum. All learning is child-lead and focuses on a combination of age appropriate activities created with early childhood development in mind. We provide care to fully potty trained children, ages three through entry into first grade. Our program includes parent participation in the form of a commitment to our classroom two days per month. If your family cannot fulfill this commitment your monetary obligation will be larger. We offer both AM and PM preschool program classes. All schedules based on availability. Our morning class runs 9:00 AM to 12:00 PM Mon-Fri. Afternoon preschool runs 12:45 PM to 3:45 PM Monday, Wednesday and Friday.

_____ (initial)

Student Evaluations:

Upon enrollment, child evaluations will be sent home to be filled out by family. These evaluations establish a baseline for your child’s development and provide us with valuable information we might not otherwise know about your child. These evaluations are supported by the County of Sacramento and are a pathway to extended services, should your child need them. These services can provide your child with opportunities for extended support. To learn more about this program you can visit agesandstages.com

_____ (initial)

Payment:

I, _____ (parent or guardian) of _____ (child's name), agree to pay an advanced monthly tuition. The tuition in full is to be paid on or before the 3rd of each month. Creative Spirit agrees to provide education and care on the agreed upon days. The terms of this agreement will remain in effect until your party terminates this agreement with a 30 day written notice or your child ages out of the program. I understand that any change to this schedule will be accepted only with a written notice to the Director. This letter may be sent in Bloomz or via email. All schedule change submissions are accepted, pending there is space available. PLEASE PAY TUITION ONLINE.

_____ (initial)

PLEASE NOTE: Our new rates are posted on the website as well as in our 2019/2020 parent handbook. These rates are effective for all students beginning August 1st, 2019.

Registration Fee:

A per family registration fee in the amount of \$100 is due and payable at the time of enrollment. This fee is non-refundable. An additional \$100 reservation fee will be required upon sibling enrollment, that fee will be credited towards your first months tuition. This is for sibling enrollment only.

Materials Fee: We ask for a yearly materials donation at the start of each school year.

_____ (initial)

Family Community Expectations:

1. Each family must attend 3 parent meetings per year. These will be in the beginning of Fall, Winter and Spring. We will schedule these meetings no less than one month in advance.
2. Each family will donate a minimum of 8 work hours (in total for the school year) on the scheduled family work days. There will be multiple opportunities to acquire your minimum hours.
3. Agree to engage and support at least 1 fundraising event, yearly. There are two major fundraising events each year.

_____ (initial)

In-class Volunteer:

Parents (or their designee) will volunteer as a “helper” in the classroom two days per month. WE REQUIRE ALL VOLUNTEERS TO COMPLETE FINGERPRINT CLEARANCE PRIOR TO VOLUNTEERING IN THE CLASSROOM. They are also required to produce a negative TB test, along with proof of the MMR, TDAP and Flu vaccines (flu waver acceptable). Your family will pay full tuition the first month. Volunteer participation can begin month 2, upon receipt of paperwork.

_____ (initial)

Snack commitment:

EVERY FAMILY IS RESPONSIBLE FOR A HEALTHY SNACK EVERY SIX WEEKS. It is your responsibility to sign up and remember your snack day. A balanced snack will be served once a day per class. Once mid-morning or once mid-afternoon. There is a snack sign-up on the parent board in the hallway. The menu will vary daily depending on what that particular family chooses to bring however, there will be guidelines to follow. Families are responsible for snack for twenty four students. We ask that you bring one protein item, one carbohydrate and either a fruit or a vegetable. We are a peanut free school.

If you forget snack day on your snack day, we will call you to return with a snack as soon as possible. It is crucial to mark your calendars and set your alarms to remember your snack day.

_____ (initial)

Late Fees/Refund Policy:

A late payment fee of \$20 will be applied to your account if payment is not made by noon on the 4th. No refunds will be given unless a mistake is made by CSLC. There is a returned check fee of \$25. There will be a **cash or money order only** policy in effect after second returned check.

_____ (initial)

Late Pick-up, and Late pick up fee:

LATE PICK-UP FOR EITHER PRESCHOOL PROGRAM CANNOT OCCUR. Please plan to arrive 5 minutes early to avoid traffic concerns. We begin to release children at 11:55 AM for the AM preschool program and 3:40 for the PM program. There is a late fee if you arrive more than five minutes after your designated pick-up time, and a dollar per minute thereafter.

*I acknowledge the right of Creative Spirit Learning Center to contact the appropriate government agency in the event that my child remains at the center an hour or more past the close of business if all attempts to contact persons listed as an emergency contact have been exhausted. Late pick-ups are subject to a late fee of ten dollars plus a dollar a minute after the first 5 minutes.

_____ (initial)

Center Communication: You must download the BLOOMZ app and leave notifications on at all times. It is your responsibility to maintain communication with our program, through this app.

_____ (initial)

Sick and Vacation Policy:

Creative Spirit Learning Center does not provide refunds for individual days missed due to illness or vacation time. Each family is provided one week of sick or vacation time, per child, per contracted year. In order to receive this week, requests must be made in writing as soon as possible and if tuition for that month has already been paid then a credit will take place the following month.

_____ (initial)

Modification and Termination Conditions:

This agreement is valid for the 2019-20 school year August through July and automatically renews every year thereafter until your child leaves CSLC. Your family contract remains in effect year round. If you wish to terminate this agreement, a 30-day written notice to the Director is required prior to your child's last day of care. Schedule modifications are allowed pending availability, with at least a two week notice of intent to change. Children benefit most when the program and home have a similar philosophy of teaching and discipline. Should a time arise when either Creative Spirit Learning Center or the parent feels that the child is not benefiting from the program or must move on for other reasons, either party may request withdrawal without prejudice.

The Department of Social Services, Community Care Licensing Division according to Title 22, Division 12, Chapter 1 Regulation 101200, states *“The department has the authority to interview children or staff and to inspect and audit child or child care center records, without prior consent. The school shall make provisions for private interviews with any child(ren) or staff member; and for the examination of all records relating to the operation of the child care center. The department has the authority to observe the physical condition of the child(ren), including conditions that could indicate abuse, neglect or inappropriate placement.”*

Parent/ Guardian signature

_____ **Date** _____

Director signature

_____ **Date** _____